

Request for Clubhouse Annex Rental

Homeowners residing in Summerlakes may rent the Clubhouse Annex building for personal events. Renters are not Homeowners, and are not eligible to rent the Clubhouse Annex building. It is required that the first page of this rental request be submitted to the Clubhouse at least 14 days in advance of the event. Submittal of the rental request does not guarantee approval of the request. The Summerlakes Homeowners Association (SHA) Board reserves the right to reject any rental request which it feels is inappropriate according to the rules and regulations of the HOA.

After the SHA Manager has verified the Homeowner's account to be up to date, the Homeowner may request to meet with the Manager to go over the agreement and ask any specific questions about renting the Clubhouse Annex building. Rentals include the Annex building and its dedicated tables and chairs. The use of the SHA Clubhouse, fitness center, activity tables, whirlpool and pool are not a part of this rental agreement.

***This is a non-smoking building. Smoking in the building will result in a full loss of the security deposit.**

***Only beer and wine are permitted for guests over the age of 21 when the proper security deposit has been chosen. If hard liquor is served at the event it will result in a full loss of the security deposit.**

Homeowner Name: _____ Lot Number: _____

Address: _____

Home/cell number: _____ Email: _____

Rental Date requested: _____ Rental Time requested: _____

Description of event: _____

Estimated number of Guests (maximum occupancy is 120): _____

Homeowner Signature: _____ Today's Date: _____

	Cost	Amount due	Date paid	Check or Cash	Costs for Damages/Time/Cleaning	Amount of Deposit Returned/Date
Reservation Fee (At time of request)	\$25.00					
Rental Fee (Due 10 Days in advance)	See rental costs on page 3.					
Refundable Security Deposit (Due 10 Days in Advance)	\$250/No - alcohol at the event \$500/Yes - alcohol at the event					

Rental Days and Times

Day	Cost for 11am – 4pm	Cost for 5pm-10pm
Monday	\$150.00	\$175.00
Tuesday	\$150.00	\$175.00
Wednesday	\$150.00	\$175.00
Thursday	\$150.00	\$175.00
Friday	\$225.00	\$300.00
Saturday	\$225.00	\$300.00
Sunday	\$225.00	\$300.00

No rentals will be available for the following Dates in 2025

NEW YEARS DAY, JANUARY 1st ** VALENTINE'S DAY, FEBRUARY 14th ** EASTER SUNDAY, April 20th
MEMORIAL DAY, MAY 26th ** FOURTH OF JULY, JULY 4th ** LABOR DAY, SEPTEMBER 1st
HALLOWEEN, OCTOBER 31st ** THANKSGIVING HOLIDAY, NOVEMBER 27th – NOVEMBER 28th
CHRISTMAS EVE, DECEMBER 24th ** CHRISTMAS DAY, DECEMBER 25th ** NEW YEARS EVE, DECEMBER 31st

Security Deposits

No Alcohol at the event - A **two hundred fifty dollar (\$250.00)** refundable security deposit is required for any events that will not be allowing any type/form of alcohol. The security deposit will be returned to the Homeowner within fourteen (14) days of the rental. If the security deposit was paid in cash it can be picked up at the front desk of the Clubhouse within two (2) business days.

Yes Alcohol at the event - A **five hundred dollar (\$500.00)** refundable security deposit is required for any events that will be allowing beer or wine to guests over the age of twenty-one (21). No Hard Liquor is allowed in the building, only Beer and Wine. The security deposit will be returned to the Homeowner within fourteen (14) days of the rental. If the security deposit was paid in cash it can be picked up at the front desk of the Clubhouse within two (2) business days.

Costs for Damage/Time Overage/Cleaning

Any damage sustained to the Clubhouse Annex building, grounds, or other Summerlakes assets by the Homeowner, guests, vendors, or attendees will result in the full cost of repairs being the responsibility of the Homeowner associated with the event. Any violation of this rental contract will result in the partial or complete loss of the security deposit and rejection of future event requests.

The Homeowner and their guests must vacate the Annex building by the end of the rental period. For each fifteen (15) minute segment past the end of the rental period the Homeowner will lose twenty-five dollars (\$25) from the security deposit.

The Homeowner is responsible for cleaning the Annex building according to the attached checklist. Cleaning must be completed by the end of the rental time period. If cleaning activities extend past the end of the rental time period, time overage fees will be applied. If the Homeowner fails to clean the building appropriately, a cleaning fee of one hundred dollars (\$100) will be deducted from the security deposit.

RULES AND REGULATIONS FOR CLUBHOUSE ANNEX BUILDING RENTALS

- The Summerlakes Homeowners' Association (SHA) and the Homeowner hereby agree that this rental agreement is for the Summerlakes Clubhouse Annex building only and is pursuant to the consideration and terms described within this agreement.
- The Homeowner shall indemnify and hold harmless the SHA, its Directors, Officers, employees, and Agents and assigns from and against any and all loss, costs (including attorney fees), damages, expense and injury of any persons or property sustained by the Lessee and all other persons which arise from the negligence of the Homeowner, Homeowners guests, Invitees, and Agents on or about the rented premises described.
- The Homeowner must be current in their monthly assessment payments to be eligible to rent the Clubhouse Annex. Renters may not rent the Clubhouse, Clubhouse annex or any SHA holding.
- Payment of a twenty-five dollar (\$25.00) non-refundable reservation fee must be paid by the Homeowner to hold the rental day and time. The rental day must be reserved at least two (2) weeks (14 days) in advance. The fee will be deducted from the rental cost however, it is non-refundable if the reservation is cancelled for any reason.
- The Homeowner must ensure that the security deposit and rental fees are paid in full at least ten (10) days prior to the event in order to avoid cancellation by SHA. All charges paid with more than ten (10) days before the event may be made in cash, by money order, or with a personal check made out to the Summerlakes Homeowners Association. Charges paid with less than ten (10) days of the event must be paid in cash or by money order.
- If the security deposit was paid by check or money order, it will be refunded within fourteen (14) business days of the event. If the security deposit was paid in cash, it will be refunded within two (2) business days of the rental and can be picked up at the Clubhouse. The amount of the security deposit refund will be based on any damages to the building and grounds, if the building was not cleaned properly, if the event went past the time allowed, if smoking was allowed in the building, and if alcohol was allowed when not expected.
- The Homeowner shall not use the rented building for any type of bachelor or bachelorette party; nor shall any entertainment by a "stripper" or 'Exotic Dancer" be allowed at the party. Further, the rented premises shall not be used by the homeowner for purposes other than that noted under 'Purpose of Rental" on the rental agreement, nor shall the premises be used by the Homeowner for any illegal purposes, nor in violation of any regulation of the Summerlakes Homeowners Association.
- The Homeowner must be present during the entire rental time. The Homeowner shall be held responsible for any and all actions of the persons present and attending the rental event, with regard to the use and care of all Clubhouse equipment and property. No tickets for liquor or food may be sold on the premises. No admission fee may be charged. No publicly advertised events are allowed.
- Beer and wine may be permitted for guests over the age of twenty-one (21), but must be kept within the Clubhouse Annex building. Homeowners allowing beer and wine at their event will be required to pay the five hundred dollar (\$500.00) refundable security deposit, and will be responsible for any damage or misconduct connected to attendees. NO HARD LIQUOR IS ALLOWED. Beer and wine only – No Exceptions.
- Use of the SHA Clubhouse, fitness center, activity tables, whirlpool and pool are not a part of the rental agreement and may not be used during the Homeowners event. This includes use by event attendees who are residents of Summerlakes and have a valid SHA ID. The Clubhouse facilities will be closed and locked at the normal closing time.

- A walkthrough of the Clubhouse Annex building will be conducted by a SHA employee before and after each rental event. The Homeowner must be present for the walk through prior to their event and for the final walk through at the end of their event once cleanup activities are completed.
- Other Clubhouse users not associated with the rental event are asked not to enter the Clubhouse Annex building during Clubhouse hours. If the Homeowner renting the building has any difficulties with other Clubhouse users, the Homeowner should ask for assistance from SHA employees.
- Food and beverages may ONLY be served in the kitchen and/or the main floor of the Clubhouse Annex building.
- No Confetti is allowed.
- No Balloons with Helium are allowed because of possible damage to the ceiling fans.
- No Fog or Smoke Machines are allowed.
- No Food Trucks, Taco Bars, Propane/Gas grills, or Charcoal grills are permitted in or around the Clubhouse Annex Building.
- No sound systems exceeding 200 watts RMS output will be allowed. (RMS = the total output capability of amplifier, found listed on the back of every amplifier).
- No more than two (2) speaker cabinets are allowed in the Clubhouse Annex building.
- The Homeowner shall ensure that no vehicles are driven on Clubhouse grounds for any purpose.
- Should a problem arise after Clubhouse hours that require aid or assistance, you should contact the SHA employee present or call 911.
- The Homeowner is responsible for replacing all furniture to its proper location. The Homeowner is also responsible for the removal of all party decorations (this includes tape, tacks, balloons, etc.).
- The Homeowner is responsible for cleaning up all wastes and debris created by the event and attendees, both in the Clubhouse Annex Building and on the surrounding grounds. All trash and garbage must be placed in plastic bags provided by SHA. Full bags are to be placed in the dumpster before the Homeowner leaves the premises. If this is not completed a cleaning fee will be taken out of your security deposit.
- The Homeowner is responsible for cleaning, vacuuming, mopping, and wiping down the Annex building according to the attached checklist. If the Homeowner fails to clean the building appropriately, a cleaning fee of one hundred dollars (\$100) will be deducted from the security deposit. Cleaning must be completed by the end of the rental time period. If cleanup activities take longer than the time included in the rental, the time overage fee will be applied and deducted from your security deposit.

Pre/Post Event Checklist for Rentals in the Clubhouse Annex Building

Initial Walk through before the event

SHA Employee Name: _____ Homeowners Name: _____

Date and time of event: _____

Please go over this checklist with a SHA employee before and after your event. You are responsible for leaving the Clubhouse Annex Building clean and undamaged in order to have your security deposit fully returned. Cleaning supplies are available if needed. Please ask a SHA employee for assistance.

Area	Activity	Before	After
Kitchen	Floor Swept and Mopped		
	Counter/Appliances Cleaned		
	Garbage removed		
Washrooms	Sinks & Toilets cleaned		
	Garbage removed		
Main & Upper Floors	Floors Swept and Mopped		
	Furniture replaced to proper location		
	Garbage removed		
	All tables and chairs cleaned and put away in storage.		
	Decorations/tacks/tape removed		
Garbage	All garbage taken out and placed into dumpster.		
Comments/ Damage			

Final walk through completed at end of the event

Was the Clubhouse Annex building cleaned according to the checklist and cleared by a SHA employee?

☐ YES ☐ NO

Did the event, and cleaning activities, end by the designated time?

☐ YES ☐ NO

If not, when did it end? _____

SHA Employee signature: _____

Homeowner Signature: _____